# Weekly Planner Template

This template helps you organize your daily tasks, set priorities, and track deadlines. You can customize it based on your needs.

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| Day | Task | Priority | Deadline | Notes |
| Monday | Respond to client emails | High | 9:00 AM | Use pre-drafted replies |
| Tuesday | Update social media calendar | Medium | 3:00 PM |  |
| Wednesday | Schedule meeting with Thato | High | 11:00 AM |  |
| Thursday | Research virtual assistant tools | Low | End of day |  |
| Friday | Review Fatima's project progress | High | 2:00 PM |  |